



# Westville Senior Primary School

42 Westville Road  
Westville  
3629  
Website: www.wsps.co.za

Tel: 031 266 5218  
Email: fees@wsps.co.za  
Email: admin@wsps.co.za  
Email: admissions@wsps.co.za

## APPLICATION FOR ADMISSION

To be completed by Parents or Legal Guardian

PLEASE NOTE: Applications open 3 March 2025 and close on 13 June 2025.

NO: \_\_\_\_\_ DATE COLLECTED: \_\_\_\_\_

DATE RETURNED: \_\_\_\_\_

### PERSONAL DETAILS OF CHILD

### FOR OFFICIAL USE:

Child's Surname .....

First Name(s) .....

Gender ..... Identity Number .....

Date of Birth ..... Place of Birth .....

Religion ..... Mother Tongue .....

Citizenship ..... Country of Birth .....

If NOT South African - Permanent Resident Permit No.....OR Temporary Resident NO.....

Requested date of admission .....

Name, address and telephone number of last school attended  
.....

Tel.....

Present Grade..... Year .....

Grade into which admission is sought .....

Highest Grade passed to date .....

Please select the correct options below. Application for:

Learner Support Grade 4  Grade 4  Learner Support Grade 5  Grade 5

Grade 6  Grade 7  Year to be enrolled 2026

Please indicate other Schools you have applied to 1. .... 2. ....

Details of siblings currently attending Westville Senior Primary School or Westville Junior Primary School:

School: ..... Name: ..... Grade: .....

School: ..... Name: ..... Grade: .....

Details of siblings also applying for enrolment (full name and grade) to Westville Senior or Westville Junior Primary School:

School: ..... Name: ..... Grade: .....

School: ..... Name: ..... Grade: .....

Sport Houses currently sibling/s is/are in, or house of previous family ties of the school:

BRAEMAR

CHARTWELL

ATHOLL

WESTVILLE

Has this child ever been refused admission to or been expelled from another school? If so, give name(s) of school(s) and reason: .....

Initials 1..... 2.....

## MEDICAL DETAILS OF CHILD

If your child has even been vaccinated or immunised against the following diseases, indicate with a cross in the relevant squares. (Immunisation against poliomyelitis and against tuberculosis is compulsory.)

Diphtheria	<input type="checkbox"/>	Poliomyelitis	<input type="checkbox"/>	Measles	<input type="checkbox"/>	Whooping Cough	<input type="checkbox"/>
Tuberculosis	<input type="checkbox"/>	Typhoid	<input type="checkbox"/>	Tetanus	<input type="checkbox"/>	Hepatitis B	<input type="checkbox"/>

Details of disabilities, allergies, medical conditions and/or prescribed medication:

.....  
.....

Doctor ..... Telephone No .....

Medical Aid ..... Number .....

Parents are required, by regulation, to make a declaration above in respect of any such diseases.

YES/NO Do you grant the School authority to administer medication in the form of paracetamol/antiseptic ointment/antihistamine ointment should the occasion arise? (Please circle your answer as confirmation)

YES/NO Declaration: The applicant/child is, to the best of my knowledge, in good physical condition and capable of participating in educational, social and sporting activities offered by the school. (Please circle your answer as confirmation).

## PARTICULARS OF PARENTS / GUARDIANS

### A: BIOLOGICAL FATHER

Surname .....

First Name/s .....

Identity Number .....

Residential Address (Domicillium Citandi et Executandi)

.....

.....

.....

.....

Postal Address .....

.....

..... Code .....

Occupation .....

Name of Company .....

Position Held .....

Business Address .....

.....

Telephone (H) .....

(W) .....

Cell .....

Email .....

### B: BIOLOGICAL MOTHER

Surname .....

First Name/s .....

Identity No .....

Residential Address (Domicillium Citandi et Executandi)

.....

.....

.....

.....

Postal .....

.....

..... Code .....

Occupation .....

Name of Company .....

Position Held .....

Business Address .....

.....

Telephone (H) .....

(W) .....

Cell .....

Email .....



**C: STEPFATHER**

Surname .....  
First Names .....  
Identity No .....  
Residential Address (Domicillium Citandi et Executandi)  
.....  
Postal Address .....  
..... Code.....  
Occupation .....  
Name of Company.....  
Position Held .....  
Business Address.....  
.....  
Telephone (H) .....  
(W) .....  
Cell .....  
Email .....

**D: STEPMOTHER**

Surname .....  
First Names .....  
Identity No .....  
Residential Address (Domicillium Citandi et Executandi)  
Address.....  
Postal Address .....  
..... Code.....  
Occupation .....  
Name of Company.....  
Position Held .....  
Business Address.....  
.....  
Telephone (H).....  
(W).....  
Cell.....  
Email.....

**E: LEGAL GUARDIAN/SPONSOR**

**(Please state relationship to learner (supporting documentation to be provided))**

Surname .....  
Identity Number.....  
Residential Address (Domicillium Citandi et Executandi)  
.....  
..... Code.....  
Occupation .....  
Position Held .....  
.....  
Telephone (H) .....  
(W) .....  
Cell .....  
Email .....

First Names .....  
Postal Address .....  
.....  
..... Code.....  
Name of Company.....  
Business Address.....  
.....

**MARITAL STATUS OF BIOLOGICAL PARENTS**

Married: YES / NO    Divorced: YES / NO    Never Married: YES / NO    *(Please circle your answers as confirmation)*

In the event of a divorce:

- (a) State name of child’s legal guardian .....
- (b) State name of person who has custody of child.....
- (c) PLEASE NOTE: In the case of divorce, irrespective of the divorce agreement/court order, both parents will be held responsible for fees, and thus, both parents must sign the application form.



**DOCUMENTS REQUIRED AND APPLICATION NOTICE**

For a learner to be eligible for admission to this school he/she must live permanently in a rateable property where Westville Senior Primary School is the nearest state school in nearest proximity to the place of residence.

1. An application from elsewhere will be placed on a waiting list and considered by the Admissions Committee in terms of the School's admission policy.
2. You will be notified in writing whether your son/daughter has been accepted. A school fee advance of R5000 is then payable to confirm his/her enrolment. This amount is deductible from the total school fee.
3. Documents to be submitted with this application:
  - 3.1 Copies of 2 recent reports (preferably mid and end-of-year reports).
  - 3.2 A copy of the learner's Unabridged Birth Certificate.
  - 3.3 Certified copies of both parents/legal guardians' Identity Documents. Certified copies of Adoption or Foster parent papers.
  - 3.4 A certified copy of the learner's Immunization Card.
  - 3.5 Certified copies of 2 recent Municipal Rates or Water Account or Lease Agreement to establish residence proximity.
  - 3.6 A recent photograph of the learner, passport size.
  - 3.7 Up to date statement of school fees from the previous school.
  - 3.8 If self-employed, a business card. Please staple the card to the application form.
  - 3.9 **Acceptance of siblings at Westville Senior and/or Westville Junior does not automatically allow acceptance for new admission.**
  - 3.10 The high standard of the educational offering at Westville Senior Primary School is dependent on the compulsory **school fees paid by debit order.** This fee is expected to rise annually.
  - 3.11 Details provided on this form will be used to process the application. **Any details that change** after the close of application can not, and will not, be used in the decision criteria and application process.
  - 3.12 Please refer to the attached Checklist for documents to submit.

**NOTE:**  
Admission will **not** be finalised without submission of all the above documents. Any material or false information disclosed may have the effect of cancelling the admission regardless of whether the learner has commenced at the school. No faxes or emails will be recognised. The School reserves the right to institute Legal Action against those who submit fraudulent applications. The completion and submission of this form and subsequent correspondence **does in no way imply acceptance, or space is available** for your child at Westville Senior Primary.

**DECLARATION**

1. **I DECLARE** that the particulars herein are true, and that I have read and understood the notes in the foregoing sections.
2. **I UNDERTAKE TO:**
  - a) inform the school in writing of any change of address.
  - b) Inform the school in writing of any case of infectious illness or notifiable or communicable disease in my household.
  - c) See that my child fully complies with the rules and regulations of the school, of which I am aware.
  - d) Pay all costs incurred for damage done or losses caused by my child/ward to school property and departmental books and equipment.
  - e) Contribute to the school fees in terms of sections 39 and 40 of the South African Schools' Act, Act No. 84 of 1996 as amended.
3.
  - a) I understand that the Principal or his/her designates may act in loco parentis in the event of any injury or accident in which my child/ward may be involved.
  - b) I understand that should a learner contravene any school rule or regulation laid down by the responsible authorities, disciplinary action may be taken against such a learner.
4. **I RECORD THAT:**
  - a) We hereby certify that I/we have legal custody and/or guardianship in respect of the above named learner.
  - b) The school's Governing Body reserves the right to verify all information in this application.
  - c) The school's Governing Body has the authority to introduce and implement rules and a code of conduct on the parents and children involved in the school.
  - d) I will abide by all decisions (and ensure that the child abides by all decisions) of the School and the Governing Body.
  - e) The Governing Body has the right to set school fees and levies (which I undertake to pay) and the terms of payment thereof at their discretion.
  - f) Such fees and levies are compulsory and that in the event that I fail to pay them on due date, the Governing Body may institute action against me for the recovery of same, plus interest at the prevailing First National Bank overdraft rate including any collection, commission and tracing agent charges. In the event of legal action being instituted against me, I consent to pay costs on an Attorney and Client scale. The school can record the non performance on School Fee obligation to a Bureau. I authorise the school to do credit bureau searches on me and in the event of any school fees due by me not being paid, I authorise the school to inform any relevant credit bureau and have my name listed with them.
  - g) I/We hereby certify that I/we have legal custody and/or guardianship in respect of the abovementioned pupil. Biological/Adoptive parents are jointly and severally liable for the payment of the school fees irrespective of their marital status.
  - h) I am entitled to approach the Exemption Committee of the Governing Body of the school in the event that I wish to apply for school fee exemption for the continued education of my child.
  - i) I have received a copy of the School's Rules and Code of Conduct for learners and I agree to support the school in the application of these rules.
  - j) I am aware of the fact that the ethos of the school is based on Christian ethics and follows the National Curriculum Statements for all state schools.
5. I/We accept that English as the language of learning and instruction.
6. Unless you instruct the School expressly and in writing to the contrary, **your consent is given for the School to:**
  - a) collect, store and process information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts owing in school fees.
  - b) collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for School-related purposes to the extent required for the purpose of managing relationships between the School, parents/guardians, and current learners as well as providing references and communicating with the body of former learners;
  - c) Post pictures of learners on our school marketing media, WhatsApp class groups or social media pages, such as pictures of fun day, sporting events, cultural and fundraising events and learner recognition.
  - d) include photographs, with or without name, of your Child in school publications, or in press releases to celebrate the School's or your Child's activities, achievement or successes.
  - e) supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statement of fact contained, in any reference or report given by us;
7. The School may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the School that it may do so. Should this be the case, the School may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

1. Mother's Signature..... Mother's Name.....  
 2. Father's Signature..... Father's Signature.....  
 3. Legal Guardian/Sponsor's Signature..... Legal Guardian/Sponsor's Signature.....

**BOTH PARENTS AND/OR GUARDIANS MUST SIGN THE ABOVE DECLARATION**





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## GOVERNING BODY QUESTIONNAIRE

1. If your application is successful who will be responsible for the payment of school fee?  
(Please circle your answers as confirmation):      Father                  Mother                  Legal Guardian/Sponsor
  
2. School fee payments are to be made via debit order over 10 months, and the debit order form must be completed on acceptance. If you would prefer to pay by full payment before the end of February (discount applies), please inform us if you are accepted. Please indicate which payment method you choose if accepted:  
(Please circle your answers as confirmation):      DEBIT ORDER      UPFRONT PAYMENT
  
3. Do you receive a grant for your child?  
(Please circle your answers as confirmation):      YES                  NO  
  
Please provide name of grant (if applicable) .....
  
4. School account to be sent to: Full Name .....  
Address ..... Code:.....
  
5. With whom does the child reside? .....
  
6. Do you/spouse/partner work in a particular profession, or have a particular skill/knowledge that could benefit the school? If so, please elaborate:.....  
.....
  
7. Do you accept the Mission Statement, Code of Conduct and Ethos of the School?  
(Please circle your answers as confirmation):      YES                  NO
  
8. List any previous family association with Westville Senior Primary School: .....
  
9. Are you currently in a school that goes up to Grade 7?  
(Please circle your answers as confirmation):      YES                  NO
  
10. Have you applied at Westville Junior Primary for a sibling for next year or intend to apply in the next 5 years?  
(Please circle your answers as confirmation):      YES                  NO
  
11. Has your child ever received remedial education or therapy? Eg (O.T. & Speech)  
(Please circle your answers as confirmation):      YES                  NO
  
12. Has your child previously repeated a Grade?  
(Please circle your answers as confirmation):      YES                  NO      If so, which one and which Grades .....
  
13. Does your child receive any additional tutoring? If so please specify.....  
.....
  
14. I/We undertake to ensure that our child participates fully in the extra-mural programme (as available per Grade) on offer at Westville Senior Primary.  
(Please circle your answers as confirmation):      YES                  NO

15. Please indicate any activity/sport that your child has been previously actively involved in.  
 (Please circle your answers as confirmation)

Art	Athletics	Badminton	Chess	Choir
Cricket	X-Country	Debating Club	Drama	Football
Golf	Hockey	Music	Netball	Rugby
Swimming	Squash	Tennis	Waterpolo	

16. Please rate your child's ability to swim (this is for safety reasons only).  
 (Please circle your answers as confirmation)

Cannot swim     
  Is water safe     
  Swims confidently     
  Is a strong swimmer

17. List any other of your child's achievements/interests or challenges that you wish to bring to our attention (eg. Scouting service activities, awards won etc). Regional/Provincial/SA Colours, Club Sport,A-Team/High Level Team playing for.

.....

.....

.....

18. I agree to take responsibility for ensuring that my/our child is adequately insured against personal injury or related risks.

(Please circle your answers as confirmation):      YES      NO

19. I am willing to support the Westville Endowment and Fundraising Initiative as per the details provided in this pack.

(Please circle your answers as confirmation):      YES      NO

20. I will be able to drop off and collect my child(ren) on time, and will not leave them at the school gate/outside venue unless for the occasional valid reason.      YES      NO

**I CONFIRM THAT THE ABOVE INFORMATION IS TRUE AND CORRECT**

1. Mother's Signature ..... Mother's Name .....

Date.....

2. Father's Signature ..... Father's Signature.....

Date.....

3. Legal Guardian/Sponsor's Signature ..... Legal Guardian/Sponsor's Signature.....

Date.....





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## CONFIRMATION OF TENANCY BY LANDLORD OR AGENCY

All applicants whose place of residence is a rental property are requested to arrange for their landlord or rental agency to complete and sign the form below. **A copy of the lease agreement must be submitted with this application.**

### TO BE COMPLETED BY THE LANDLORD / RENTAL AGENCY

Name of Landlord / Rental Agency:			
Landlord ID number:			
Landlord / Rental Agency Postal Address:			
Contact Details:			
Mobile phone:		Work phone:	
Email:			
Name of Tenant:			
Tenant ID number:			
Name of child residing at rented property:			
Address of Rented Property:			
Lease commencement date:			
Length of lease period:			
Monthly rental:	R		

I, the landlord / rental agency hereby declare that the tenant has a valid lease at the above-mentioned address and that should the tenant fail to move into the property or no longer reside on the property at the commencement of the provided lease, I will inform Westville Senior Primary School by email at admissions@wsps.co.za. I understand that any fraudulent or purposeful inaccuracies on this form may be scrutinised by the school, and legal action taken, when required.

SIGNED:

Landlord / Agency Representative \_\_\_\_\_ Tenant \_\_\_\_\_ Date: \_\_\_\_\_

The Governing Body of Westville Senior Primary School reserves the right to verify the above information.

Initials 1..... 2.....



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## SUPPORTING DOCUMENTATION

Please note that the following documents must accompany this application for enrolment:

LEARNER'S DOCUMENTATION	Tick to indicate document attached
1. A copy of learner's Unabridged Birth Certificate	
2. Copy of Immunisation Card for the learner	
3. Copies of 2 recent reports (mid/end of year)	
4. One recent passport size photograph of the learner (attached to form)	
<b>PARENT/GUARDIAN'S DOCUMENTATION</b>	
1. A signed declaration regarding school fee's (page 9 & 10)	
2. Certified copies of 2 different recent municipal rates/water accounts for both parents (if not living together).	
3. Copies of Identity Documents for both parents/guardians/certified copies of Adoption or Foster papers	
4. Up to date statement of school fees from previous School	
5. If self-employed, a Business Card. Please staple the card to the application for admission form.	
6. Applications received from a foreigner must be accompanied by the appropriate documentation for entry into a South African School, including a Resident Permit and Study Visa.	
7. Proof of income (only to be completed should you wish to apply for reduction/assistance). Alternatively, please indicate N/A	
a. If employed, a certified copy of recent salary slip of both parents	
b. If self-employed, a copy of the last audited Income Statement or a letter from SARS indicating your income of both parents.	
c. Certified copies of three months Bank Statement for both parents or legal guardian/s.	
d. IRP5 (most recent) of both parents.	
e. Amount willing to pay for school fees monthly.	
8. Completed and signed Westville Endowment and Fundraising initiative for Capital Development Projects document.	

Enrolment Officer	DATE
APPLICANT NAME .....	SIGNATURE.....
	DATE .....





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Landlord ID number:			
Landlord / Rental Agency Postal Address:			
Contact Details:			
Mobile phone:		Work phone:	
Email:			
Name of Tenant:			
Tenant ID number:			
Name of child residing at rented property:			
Address of Rented Property:			
Lease commencement date:			
Length of lease period:			
Monthly rental:	R		

I, the landlord / rental agency hereby declare that the tenant has a valid lease at the above-mentioned address and that should the tenant fail to move into the property or no longer reside on the property at the commencement of the provided lease, I will inform Westville Senior Primary School by email at admissions@wsps.co.za. I understand that any fraudulent or purposeful inaccuracies on this form may be scrutinised by the school, and legal action taken, when required.

SIGNED:

Landlord / Agency Representative \_\_\_\_\_ Tenant \_\_\_\_\_ Date: \_\_\_\_\_

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Initials 1..... 2.....



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## SCHOOL FEE PAYMENT

**(NB as per Section 39/40/41 of the South African School's Act, both parents are legally liable for the payment of school fees)**

I/We (both biological parents names): .....

Parent/s/guardian/s of (Child's full name): .....

Hereby commit to myself/ourselves to the payment of annual school fees for the above learner at Westville Senior Primary. This agreement shall commence on the date of signature hereof by the Principal/Designate and shall expire on the child's last day at Westville Senior Primary. I/We also authorise the school to do credit bureau searches on me/us and in the event of any school fees due by me/us not being paid, I/we authorise the school to inform any relevant credit bureau and have my/our name/s listed with them.

Signature 1: ..... Date: .....

Name 1: ..... ID No.: .....

Signature 2: ..... Date: .....

Name 2: ..... ID No.: .....

Whitness 1: ..... Date: .....

Name 1: ..... ID No.: .....

Whitness 2: ..... Date: .....

Name 2: ..... ID No.: .....

### PERSON TO WHOM SCHOOL FEE COMMUNICATION SHOULD BE SENT

Full Name: .....

Relationship: .....

Cellphone Number: .....

Email Address - Home: .....

Email Address - Work: .....

### DECLARATION BY PARENT/S

Address [the signatory hereto chooses domicillium citandi et executandi (office)]

.....

.....

Signed: ..... Date: .....

Initials 1..... 2.....



# *Westville Senior Primary*

**Regulations for the reduction/assistance (not applicable to Grade R) with regards to the payment of compulsory school fees, in terms of the South African Schools' Act 84 of 1996.**

## ADDENDUM A

A. The questions, which follow, relate to the act and its subsequent amendments. The School is obliged to ask these questions and prospective parents/guardian are obliged to answer them. Please note that these apply to the undertaking by parents/guardians on page 8 of this document.

B. CHECK LIST (Tick relevant option)

1.	Have you been informed about the current annual compulsory school fees to be paid?	YES	NO
2.	Have you been informed that you are liable to pay compulsory school fees unless you qualify for assistance in paying compulsory school fees?	YES	NO
3.	Have you been informed about your right to apply for exemption from paying compulsory school fees?	YES	NO
	3.1 Do you wish to apply for such assistance at this stage?	YES	NO
	3.2 Do you wish to be assisted in such an application?	YES	NO
	3.3 Have you been informed that the 'application for reduction/assistance' forms are available from the School?	YES	NO
C.	You may request a copy of this form signed by the Principal and yourselves.	YES	NO

.....  
Signature- Principal

.....  
Signature - Parent/Guardian 1

.....  
Signature - Parent/Guardian 2

.....  
Name and Surname

.....  
Name and Surname

.....  
Name and Surname

.....  
ID No.

.....  
ID No.

.....  
ID No.

.....  
Date

.....  
Date

.....  
Date